

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

ADDENDUM NO. 3
July 26, 2016

Your reference is directed to File No. 1000122177, Solicitation No. 3000005982 scheduled to be opened at 10:00 A.M. on July 28, 2016 for the Purchase of Microfilming Services for Department of Transportation and Development.

The following changes are to be made to the referenced solicitation:

- 1) Attached are the Vendor's Written Inquiries and State's Answers.
- 2) Extend the Bid Opening Date to 10:00 a.m. CT, August 4, 2016.
- 3) Add to Attachment B the following Specification:
 39. The index should be returned to DOTD in MS Excel format on DVD with corresponding images. A label must be provided on the DVD that indicates your company name, DVD Volume number (DVD###), media format (16mm), roll number range (Rolls 180.01-180.09), and the date the compact disc data was written (###/###/####). This same label information (not including roll numbers) must also be provided digitally on the compact disc in a separate file, or as the first record (header record) in the index file. The index should contain the data fields with headers indicated in the charts below. An index record is required for each set of information. We do not want a separate index record for every frame. The index record should represent a unique set of frames, not every frame. A unique set of frames means that index data fields 1 through 8 are the same. If any of these fields changes, a new index record should be written. The charts below account for all common record types for 16mm microfilm. Should an unusual record type require microfilm conversion, DOTD will provide required index fields in a similar chart format. A list of route numbers, parish codes, and district codes will be provided to the awarded vendor.

For project related records:

<u>Index for Project related Documents</u>		
	<u>Name</u>	<u>Example</u>
1.	Box number	OSS00004589
2.	*Route Number	La 1
3.	Project Number	001-01-0026
4.	*Parish	06
5.	*District	62
6.	Description 1	NEW ORLEANS EXPRESSWAY ST BERNARD AVE - FRANKLIN AVE FAP NO I-10-5(47)239
7.	Description 2	Only if needed
8.	Roll Number	17.001
9.	Frame Number	20
10.	Number of Frames	65
11.	Date Created	01/01/2017

<u>Index for Human Resources related Documents</u>		
	<u>Name</u>	<u>Example</u>
1.	Box number	OSS00004589
2.	Last four digits of social security Number	0026
3.	Name	Gonzalez, Samantha
4.	Description 1	Personnel File
5.	Year	2010-2011
6.	Roll Number	123.45
7.	Frame Number	20
8.	Number of Frames	12
9.	Date Created	01/01/2017

Index for Financial Resources related Documents		
	<u>Name</u>	<u>Example</u>
1.	Box number	OSS00004589
2.	Name	Coastal Crane Inc.
3.	Description 1	Accounts Payable
4.	Year	2012-2013
5.	Roll Number	123.45
6.	Frame Number	20
7.	Number of Frames	12
8.	Date Created	01/01/2017

This addendum is hereby officially made a part of the referenced proposal.

ACKNOWLEDGMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, Louisiana 70802, or by fax to (225) 342-9756. The State reserves the right to request a completed Acknowledgment at any time. Failure to execute an Acknowledgment shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledgment/No changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening in a sealed envelope marked with the file number, the proposal opening date and time either by mail to:

Office of State Procurement, P.O. Box 94095, Baton Rouge, La. 70804-9095, or by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

1. The DOTD staff showed me a manifest they prepare for each box. This lists the files contained in that box. We will assume for this proposal that this will continue and that we will verify the contents we receive against the list provided by DOTD staff. Is this correct?

Answer: Yes, See Attachment B, Specifications, Number 4

2. We understand that we will be required to keep the paper for up to 120 days after scanning, pending destruction. Will we be required to store microfilm rolls?

Answer: No, all microfilm reels and CD's will be sent to DOTD.

3. Please confirm the following indexing will be required for each file:
 - a. Category
 - b. Project Number
 - c. Description
 - d. Type
 - e. Page/Frame Number

Answer: All indexing information referenced above is required.

4. Item 14 on Attachment B states that every roll must be inspected "frame by frame for visible defects and missing pages". This is a standard process. However, identifying whether a defect came from the original sheet of paper or was a result of the scanning process and ensuring that there are no missing pages cannot be accomplished by reviewing the frames. This requires that every page scanned be compared to the image produced after scanning. While this is a service we offer, it adds considerable cost and is not often requested by our customers. It is more common for us to offer a statistical inspection model that returns a higher than 99% accuracy rating. Because the 100% inspection requirement adds as much as 30% to the cost of imaging, we want to make sure that is what you require, so that all proposals are based on the same assumptions. Can you confirm this requirement? Do you expect every page scanned to be compared to the original image for quality assurance?

Answer: Yes, we require that every page (100%) scanned to be compared to the original images for quality assurance.